



**MEMORANDUM**

TO: City Council

FROM: L. Kimball Payne, III, City Manager

DATE: January 24, 2002

SUBJ: Take Home Vehicle Policy

Last August I discussed with Council some principles related to the development of a take home vehicle policy for the City. At the conclusion of that discussion Council directed that a policy be drafted for its consideration. A copy of the proposed policy is attached hereto for your review and discussion on January 29. I have also attached a copy of my earlier memo on this matter.

Please let me know if there are any questions.

CC: Leadership Team  
Constitutional Officers

Attachments



# **City of Lynchburg Online Policy System**

## **Policy Document**

### **DOCUMENT INFORMATION**

#### **Document Information**

**Subject:** Take Home Vehicles  
**Category:** Personnel  
**Sub-Category:** Vehicle Usage

**Last Updated:** 01/18/2002  
**Effective Date:**  
**Supercedes/Amends:**

**Year(s) to next review:** 3  
**Optional Reviewer(s):**

### **I. POLICY**

#### **A. Policy Statement:**

In general, there is no absolute need for any City employee to take a City-owned vehicle home every evening. The decision to allow a City employee to take a public vehicle home shall be based on a determination that allowing or requiring the vehicle to be taken home will be demonstrably beneficial to the delivery of services to the citizens through enhanced productivity or cost savings. The City Manager shall have the final authority to determine if an employee may take a City-owned vehicle home on a regular basis.

#### **B. Applicability:**

All City employees.

### **II. OBJECTIVE**

#### **A. Policy Objective:**

To ensure that public property, specifically vehicles, are used properly in the public interest and not to the personal advantage of City employees.

#### **B. Background:**

A number of City departments have allowed certain employees to take home publically owned vehicles for various reasons. There has been no general policy to govern these practices. City Councils concerns about the appropriateness of some take home vehicles initiated the development of this policy.

### **III. PROCEDURES**

City employees are not authorized to take home City-owned vehicles except under the following circumstances:

1. The employee is on twenty-four (24) hour call for emergency response where rapid or immediate response time is required.
2. The employee is on call and drives a vehicle specially equipped to fulfill a departmental mission.
3. A determination has been made, and approved by the City Manager, that allowing or requiring a vehicle to be taken home will be demonstrably beneficial to the delivery of services to the citizens of Lynchburg through enhanced productivity or cost savings.
4. On a case by case basis, with Department Director approval, to facilitate attendance at work functions at locations and/or times where it would be more convenient, or more productive, to attend while proceeding to or from home without having to obtain a City-owned vehicle from a central location (e.g., evening meetings, travel out of town, job site inspections). Such approval shall end when the specific reason for taking the vehicle home has passed.
5. As stipulated in an employment agreement, preapproved by the City Manager.

6. With the approval of the City Manager, employees previously allowed to take vehicles home prior to the implementation of this policy.

The use of a take home vehicle is subject to the following conditions:

1. There shall be no personal use of City-owned vehicles unless such use is incidental and minimal, such as travel to or from lunch or medical appointments or for personal errands on the way to or from work, or during lunch break, if the errand requires only a minor deviation (defined as one mile or less) from the normal route traveled.
2. Individuals allowed to take home a City-owned vehicle shall reside within the City of Lynchburg unless there is a clear demonstration of the value of allowing the vehicle to be taken out of the City and such use is approved by the City Manager.
3. There shall be an annual review of take home vehicles justified for emergency response to include the number of times the vehicle was actually used for emergency response after being taken home.
4. An employee utilizing a take home vehicle shall be taxed according to prescribed IRS rules and regulations for any compensatory benefits received from the use of a City-owned vehicle.
5. Under no circumstances shall a spouse, dependent or any other person not employed by the City be permitted to operate a take home vehicle.
6. Unless waived by the City Manager, every take home vehicle shall have decals, markings and other identification as prescribed for City-owned vehicles.

12-10-2019

#### **IV. ADMINISTRATION**

**A. Office of Primary Responsibility:**  
City Manager, Human Resources

#### **V. ATTACHMENTS**

**A. Attached Files:**  
None



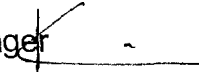
## The City of Lynchburg, Virginia

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### MEMORANDUM

AGENDA ITEM # 9

TO: City Council

FROM: L. Kimball Payne, III, City Manager 

DATE: August 6, 2001

SUBJ: Take Home Vehicle Policy; Underlying Principles

Several Council members have expressed an interest in establishing a formal take home vehicle policy for City employees. Prior to drafting such a policy I felt that it would be appropriate to discuss some of the principles that might underlie such a policy. How the policy ultimately reads will depend on Council's philosophy on the matter. In my review of take home vehicle policies from other localities, I have seen that policies can range from very liberal to very conservative.

A liberal take home vehicle policy might merely indicate the need to document the tax liability that accrues to those individuals using municipal vehicles for commuting purposes. A conservative policy might allow no take home vehicles except under very limited and well-defined circumstances.

To assist the Council in discussing this matter I offer the following statements of principle for your consideration. Some statements may be inconsistent with others as the list is meant to offer choice rather than outline a coherent policy statement.

- In general, there is no absolute need for any City employee to take a City-owned vehicle home every evening.
- The decision to allow a City employee to take a public vehicle home should be based on a determination that allowing or requiring the vehicle to be taken home will be demonstrably beneficial to the delivery of services to the citizens through enhanced productivity or cost savings.
- Reasons to allow an employee to take a City-owned vehicle home could include:

- 24 hour on-call for emergency response (first due or follow on) in vehicles with special equipment, lights, markings, etc.
  - to facilitate attendance at work functions at locations and/or times where it would be more convenient, or more productive, to attend while proceeding to or from home without having to obtain a City-owned vehicle from a central location (e.g., evening meetings, travel out of town, job site inspections).
  - to promote a greater sense of security in the community (e.g., allowing public safety vehicles to be driven home).
  - as a component of compensation, part of a benefit package (instead of pay), in recognition of a position, or as part of an employment agreement.
  - as a trade off to paying a set rate for mileage when using a private vehicle on public business (after a cost/benefit analysis between paying mileage vs. providing a take home vehicle).
  - tradition.
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- There should be no personal use of publicly owned vehicles unless such use is incidental and minimal while on official City business or commuting to or from work.
  - Whether or not the employee lives within the City limits may be a consideration regarding take home vehicles, but, if it has been determined that taking a vehicle home is necessary for the efficient and effective provision of a service to the citizens, such a distinction may not be relevant.
  - Any employee allowed to take a City-owned vehicle home on a regular basis should have the value of the commute documented for tax purposes.
  - Public safety employees may be given special consideration with regard to take home vehicles.
  - The City Manager should be the final authority, within policy set by Council, when considering to allow an employee to take a City-owned vehicle home on a regular basis.

We will be prepared to discuss this matter in greater detail with Council on August 14.

cc: Strategic Leadership Team